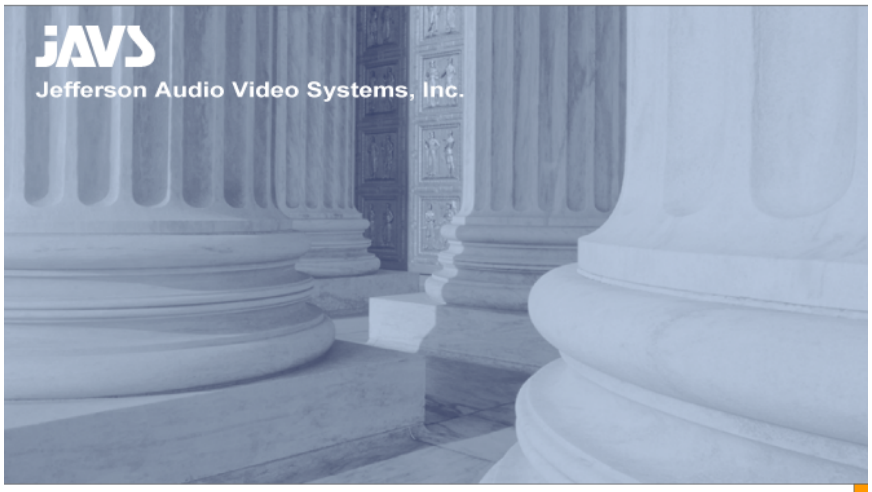


AutoLog 6.3

Quick Start Guide

JAVS®
Where the complete digital recording begins

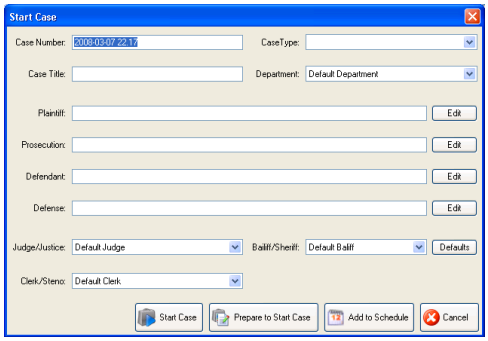
Blank Page For
Start New Case Tab

Start A New Case

To start a **New Case:**

1. **Press** the New Case Button;

   The **Start Case** window opens.



2. **Enter** a **Case Number**,
   -or-
   Use the **Auto Generated Case Number**.

3. **Enter** the case information you would like to track with this Case (Plaintiff/Defendant, Attorneys, etc.).

4. **Press** the **Start Case** button;

   The Case Starts.

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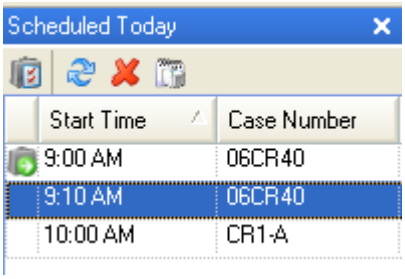
Blank Page For
Select A Case Tab

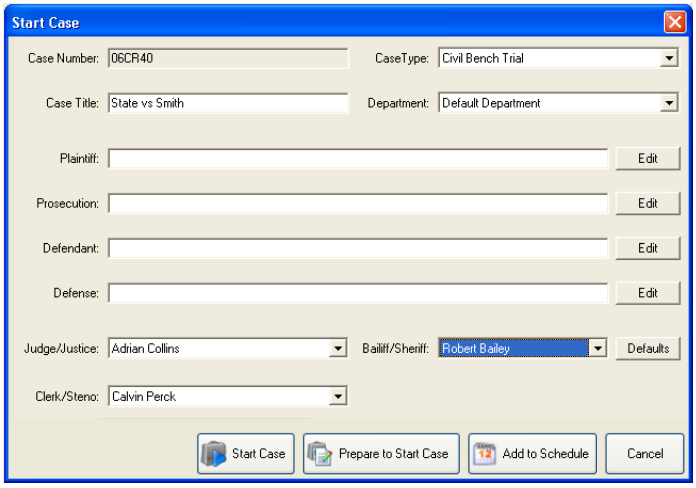
Select A Scheduled Case

To select a **Scheduled Case:**

1. In the **Scheduled Today** Pane, **double-click** on the case you want to start;



The **Start Case** window opens.



Continued on the next page.....

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Select A Case (continued)

2. **Make** sure the case information is correct (Plaintiff/Defendant, Attorneys, etc.).

3. **Press** the **Start Case** button;

   The Case Starts.

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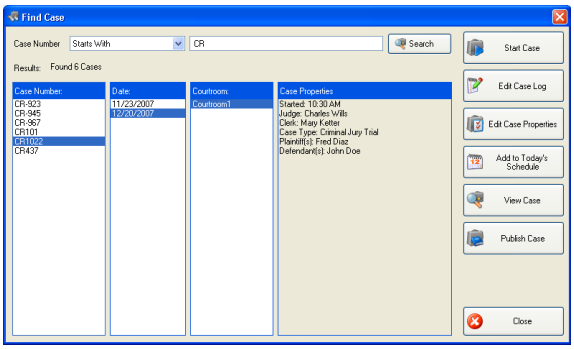
Blank Page For
Find A Case Tab

Find A Case

To **Find** an existing case**:**

1. **Press** the **Find Case** button;

   The **Find Case** window opens.



2. **Enter** the **Case Number** you want.

3. **Press** the **Search** button; A list of Case Numbers that match your criteria appears.

4. **Select** the Case, Date and Courtroom.

5. **Select** an action from the buttons on the right.

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Blank Page For
Log A Case Tab

Log A Case

To **Log** Proceedings:

1. Once a case has been started, **Select** the **Proceedings** tab.

2. **Select** a proceedings type from the proceedings drop down box.

3. **Double Click** on any proceeding or press the **ENTER** key if the proceeding is high-lighted.

The proceeding is added to the Case Log.

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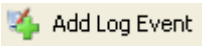
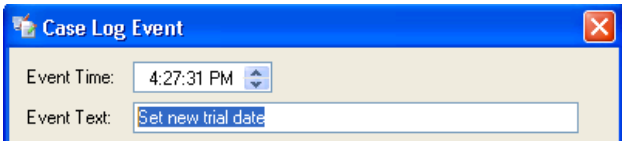
Add A Log Event

To add a custom **Log Event**:

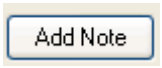
1. Once a case has been started, **Select** the **Add Log Event** button. 

   The **Case Log Event** window opens.



2. **Name** the log event in the **Event Text** field.

3. **Add** notes using the **Add Note** button or change the event time using the **Event Time** field.



4. **Press** the **OK** button.

   The log event is added to the Case Log.

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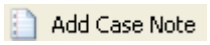
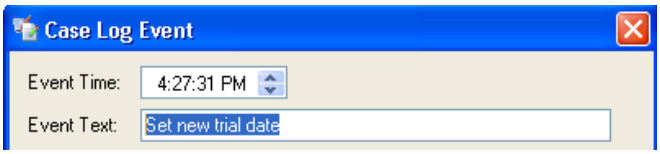
Add A Case Note

To add a custom **Case Note**:

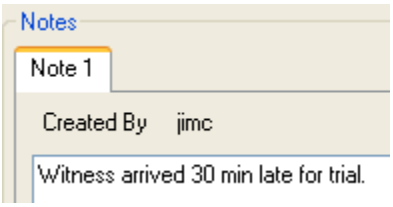
1. **Select** the **Add Case Note** button;

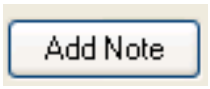


   The **Case Log Event** window opens.



2. **Type** any note(s) in the note field, or press the **Add Note** button to add another note.





3. **Press** the **OK** button.

   The case note is added to the Case Log.

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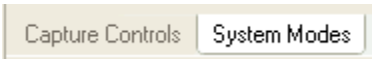
Blank Page For
Select A Mode
Tab

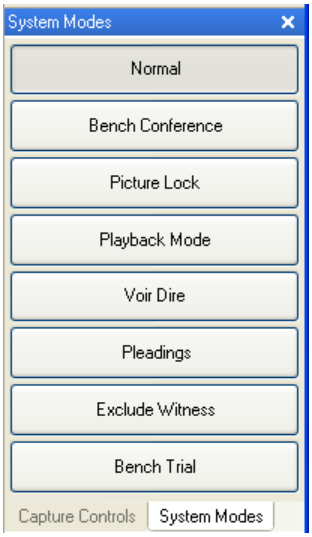
Select A Mode

To select a **Mode**:

1. **Select** the **System Modes tab**..



2. **Select** a mode by pressing any of the mode buttons. The system switches to the selected mode.



3. **Select** the **Normal Mode** button to return to the Normal Mode.

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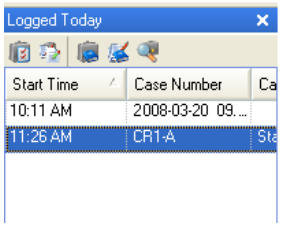
Blank Page For
Publish A Case Tab

Publish A Selected Case

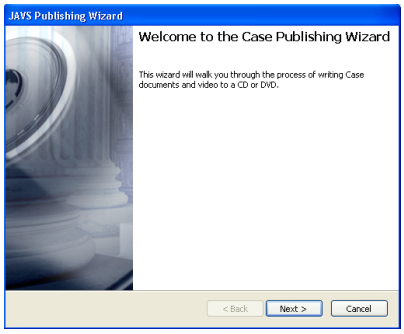
To **Publish a Selected** case:

1. **Select** a case from the Cases Logged Today pane.



2. **Select** the **Publish Case** icon in the **Cases Logged** pane;

The **Publishing Wizard** opens.


JAWS Publishing Wizard
Welcome to the Case Publishing Wizard
This wizard will walk you through the process of writing Case documents and video to a CD or DVD.
< Back
Next >
Cancel

3. Follow the **Publishing Wizard**, (see the **AutoLog User Manual** for more details on the Publishing Wizard).

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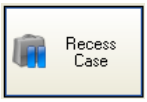
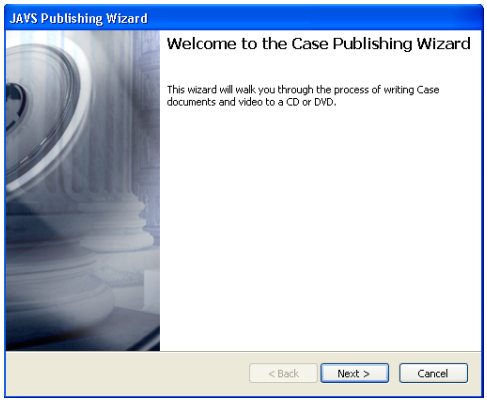
Publish A Current Case

To **Publish a current case**:

1. **Ensure the case is recessed.** 

2. **Select** the menu item, **Case>Publish Current Case**;

   The **Publishing Wizard** opens.


JAVS Publishing Wizard
Welcome to the Case Publishing Wizard
This wizard will walk you through the process of writing Case documents and video to a CD or DVD.
< Back
Next >
Cancel

3. Follow the **Publishing Wizard**, (see the **AutoLog User Manual** for more details on the Publishing Wizard).

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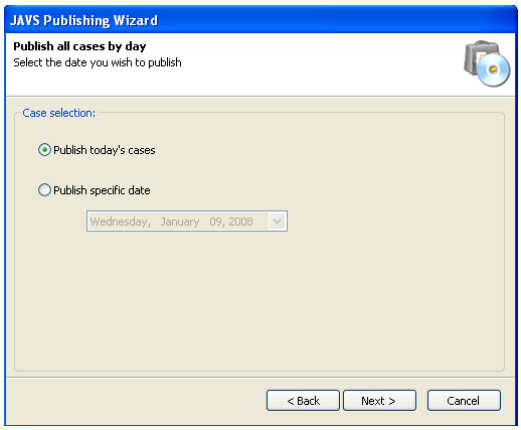
Publish A Day's Cases

To **Publish a day's cases**:

1. **Select** the menu item, **Case>Publish An Entire Day's Cases**;

   The **Publishing Wizard** opens.



2. **Select Today's Cases** or a **Specific Date** on the second page of Wizard.

3. Continue to follow the **Publishing Wizard** (see the **AutoLog User Manual** for more details on the Publishing Wizard).

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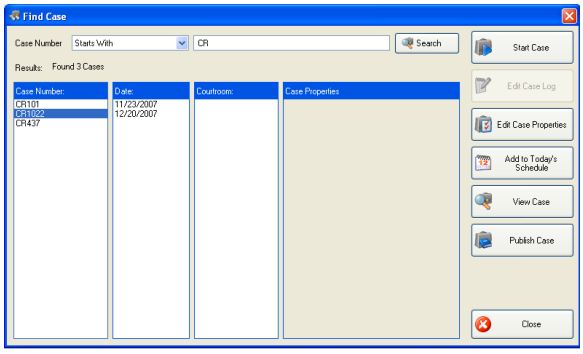
Find And Publish a Case

To **Publish** a case from the **Find Case** window:

1. **Select** a case using the **Find Case** utility. (See **Find A Case**)



2. **Press** the **Publish Case** button;

3. The **Publishing Wizard** opens.

4. Follow the **Publishing Wizard** (see the **AutoLog User Manual** for more details on the Publishing Wizard).

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Misc. Functions Tab

Miscellaneous Functions

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Print Current Case Log..... 35

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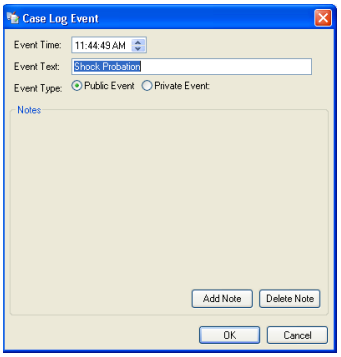
Make Events Private

To make an event **Private**:

1. **Double click** a Log Event in the **Case Log**;

The **Case Log Event** window opens.



2. **Select** the **Private Event** radio button.

3. **Press** the **OK** button.

The log event is made private as indicated by the **Private Icon**.

Public Icon

Private Icon

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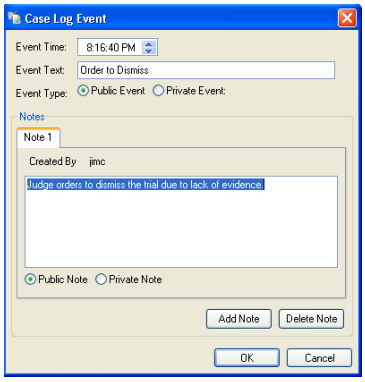
Make Notes Private

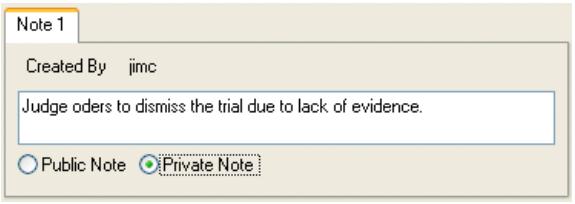
To make a note **Private**:

1. **Double click** a Log Event in the notes area of the **Case Log**;

   Case Log Event window opens.



2. **Select** the **Private Note** radio button.



3. **Press** the **OK** button. The case note is made private.

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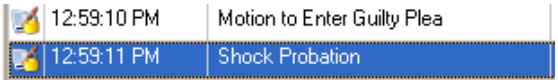
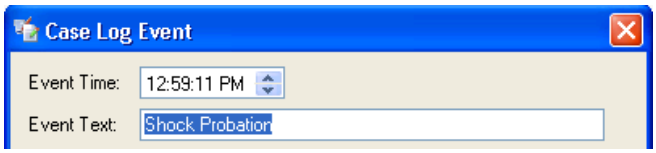
Change Event Time

To change the **Event Time**:

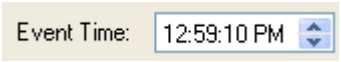
1. **Double click** a Log Event in the **Case Log**;



The **Case Log Event** window opens..

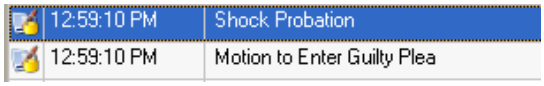


2. **Change** the **Event Time**.



3. **Press** the **OK** button.

The event time has been changed.



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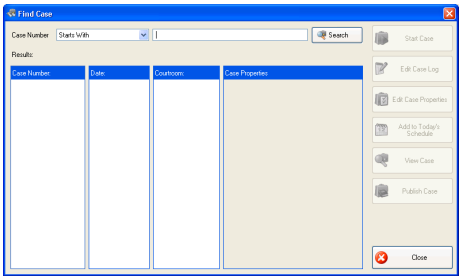
Edit The Log

To **Edit** a case log**:**

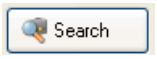
1. **Press** the **Find Case** button;

   The **Find Case** window opens.

2. **Enter** the Case Number you want to find.



3. **Press** the **Search** button;



   A list of Case Numbers that match your criteria appears.

4. **Select** the Case, Date and Courtroom.

Continued on the next page.....

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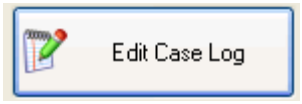
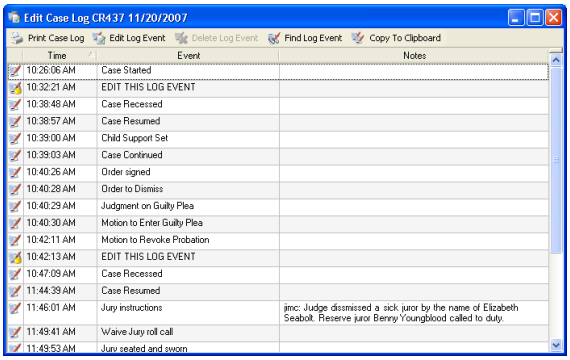
Edit The Log (continued)

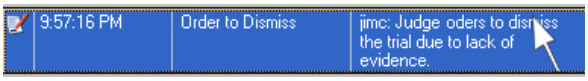
5. **Press** the **Edit Case Log** button;



The **Edit Case Log** window opens


Edit Case Log CR437 11/20/2007
Print Case Log
Edit Log Event
Delete Log Event
Find Log Event
Copy To Clipboard
Time
Event
Notes
10:26:06 AM Case Started
10:32:21 AM EDIT THIS LOG EVENT
10:38:48 AM Case Recessed
10:38:57 AM Case Resumed
10:39:00 AM Child Support Set
10:39:03 AM Case Continued
10:40:26 AM Order signed
10:40:28 AM Order to Dismiss
10:40:29 AM Judgment on Guilty Plea
10:40:30 AM Motion to Enter Guilty Plea
10:42:11 AM Motion to Revoke Probation
10:42:13 AM EDIT THIS LOG EVENT
10:47:09 AM Case Recessed
11:44:39 AM Case Resumed
11:46:01 AM Jury instructions
jimc: Judge dismissed a sick juror by the name of Elizabeth Seabolt. Reserve juror Benny Youngblood called to duty.
11:49:41 AM Waive Jury roll call
11:49:53 AM Jury seated and sworn

6. **Edit** Log entries or notes as needed by double clicking on an event.



7. **Close** the **Edit Case Log** window.

8. **Close** the **Find Case** window.

The Case Log is now changed.

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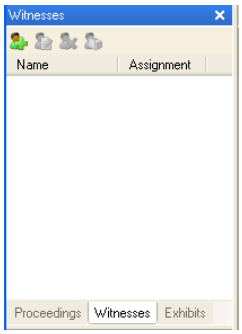
Add A Witness

To **Add A Witness** to the case:

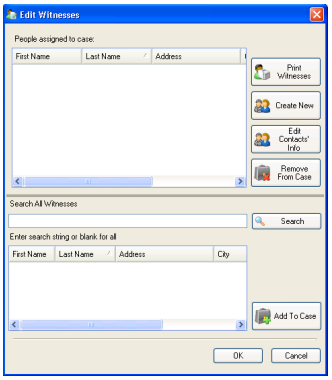
1. **Select** the **Witnesses** tab.

2. In the **Witnesses** pane, **Select** the **Add Witness** icon;



The **Edit Witnesses** window opens.

3. **Press** the **Create New** button;



Continued on the next page.....

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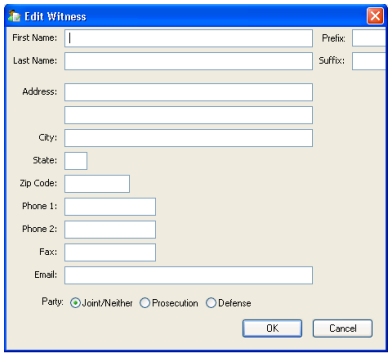
Add a Witness (continued)

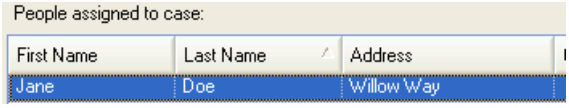
The **Edit Witness** window opens.

4. **Fill-in** the witness information.



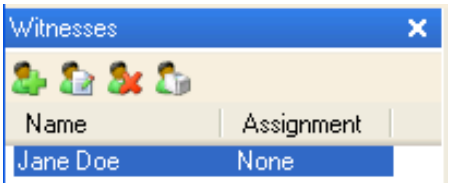
5. **Press** the **OK** button.

The Witness appears in **People assigned to case** list.



6. **Press** the **OK** button.

The Witness is added to the witness list.



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Logging A Witness

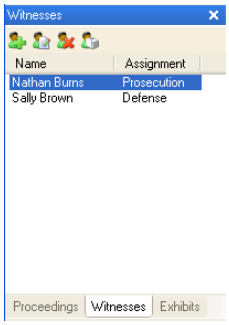
To **Log A Witness**:

1. **Select** the **Witnesses** tab.

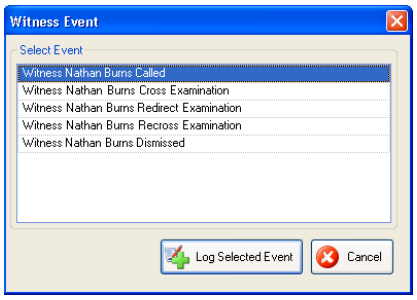
2. **Add** a new witness,

- or-

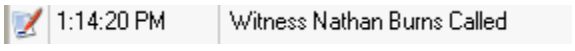
3. **Double click** on an existing witness in the list;



Witness Event window opens.



4. **Select** the appropriate event type and press the **Log Selected Event** button.
   The Witness is placed in the Case Log.



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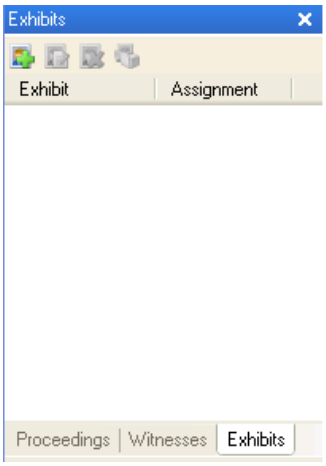
Add An Exhibit

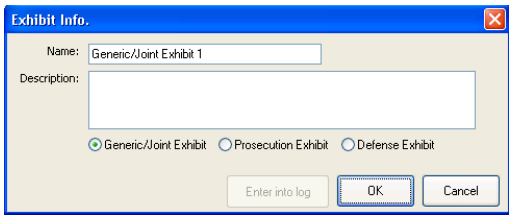
To **Add An Exhibit** to the case:

1. **Select** the **Exhibit** tab.

2. In the **Exhibits** pane, **Select** the **Add Exhibits** icon;



The **Exhibit Info.** window opens...



Continued on the next page.....

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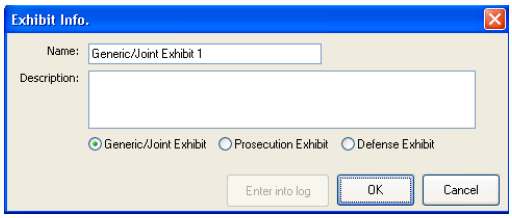
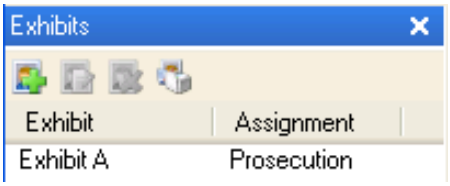
Add An Exhibit (continued)

3. Use the Auto Generated name or type in the exhibit name, description and party assignment.



4. **Press** the **OK** button.

   The exhibit is added to the Exhibit list.



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Logging An Exhibit

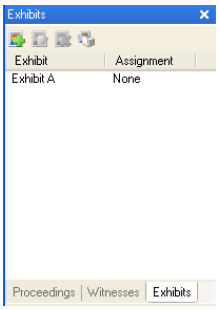
To **Log An Exhibit**:

1. **Select** the **Exhibits** tab.

2. **Create** a new exhibit,

   - or-

3. **Double click** on an existing exhibit in the list;

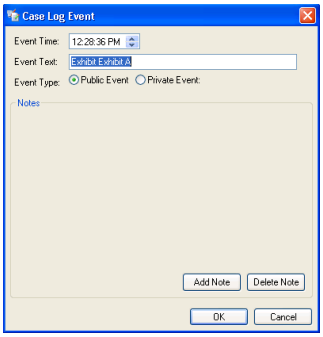


Case Log Event window opens.

4. **Change** information or add a note.

5. **Press** the **OK** button.

The exhibit is entered in the Case Log.



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Log Private Events

To **Log** private events:

1. In the **Capture Controls** pane,
   Select the **Private** button.

2. **Double Click** or press the **ENTER** key if the proceeding is highlighted.

   Any proceedings are entered as Private, as indicated by the private icon.

Public Icon

Private Icon

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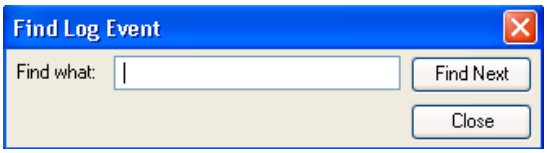
Find A Log Event

To **Find** a log event:

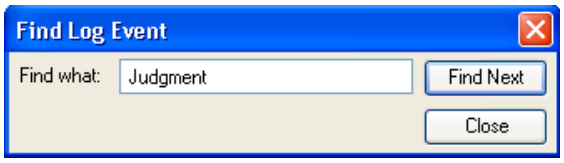
1. **Press** the **Find Log Event**

button;

   The **Find Log Event** window opens.

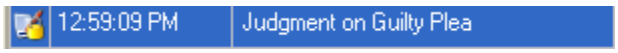


2. **Type** in a word or string of characters that you are looking for.



3. **Press** the **Find Next** button.

4. **Find Log Event** will find any log entry with your search criteria.



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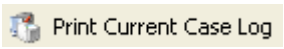
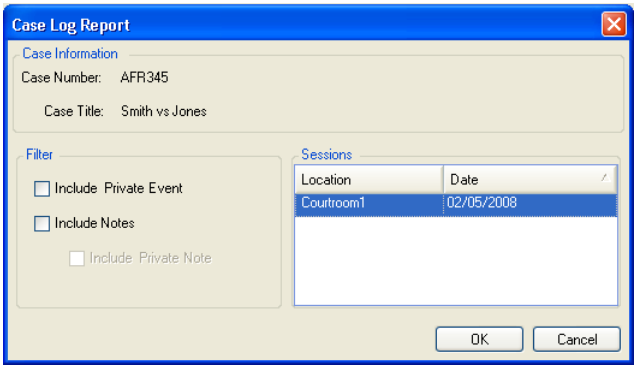
Print Current Case Log

To **Print** the current case log:

1. **Press** the **Print Current Case Log** button.



The **Case Log Report** window opens



2. **Select** a filter(s).

3. **Press** the **OK** button and a Microsoft Print Preview window opens.

4. **Press** the **Print** button. The Case Log is sent to the printer

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helpdesk@javs.com

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